

**THIS APPLICATION IS TO BE USED FOR MAIL REQUESTS FOR BIRTHS OCCURRING IN  
BOSTON ONLY**

**REGISTRY DIVISION  
ROOM 213  
1 CITY HALL SQUARE  
BOSTON, MA. 02201  
PLEASE PRINT**

FULL NAME OF PERSON ON  
RECORD \_\_\_\_\_

First Name

Middle Name

Last Name

DATE OF BIRTH \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

Name of Hospital

FULL NAME  
OF FATHER \_\_\_\_\_

First Name

Middle Name

Last Name

FULL MAIDEN NAME  
OF MOTHER \_\_\_\_\_

First Name

Middle Name

Maiden Name

APPLICANT'S  
NAME \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

RELATIONSHIP TO PERSON WHOSE  
CERTIFICATE IS REQUESTED \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_

**If the person was born out of wedlock, only those individuals named on the record may obtain them and a photocopy of your picture ID, such as your driver's license must be included with this request.**

**FEES FOR BIRTH CERTIFICATES :**

- If obtained in person at City Hall, the fee is \$6.00 per copy
- If obtained through the mail the fee is \$9.00 per copy
- Additional copies ordered at the same time are \$6.00
- For records prior to 1870 there is an additional \$10.00 research fee per record.
- **There is a 4 to 6 week wait for mail requests.**

**HOURS OF OPERATION:**

Monday and Tuesday between 9:00 a.m. and 4:00 p.m.;

Thursday and Friday between 9:00 a.m. and 4:00 p.m.

**Closed Wednesdays and Weekends.**

Make check or money order payable to the City of Boston.

The Registry Division does not accept credit cards for payments.

**Please Note:**

If you need expedited service and have a major credit card you may also contact the Division of Vital Statistics at (617) 740-2600 or 740-2606. They have all Massachusetts records for the years 1911 through 2001. Call them for fee information, as their fees are different than this office.